

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div.      DATE: 2 June 1952  
 FROM : Chief, Telephone Branch  
 SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of March 1952.

25X1A

Telephone Service Bill	\$23,925.05
Long Distance Bills	6,859.80
	1,147.81
T.T. Channels, L.L.'s, F.L.'s and TWX	1,661.92
Miscellaneous	316.40
	<u>\$33,910.98</u>

2. The following additional information is submitted for the month of March 1952.

25X1

- a. Total number and cost of outside local calls placed over switchboard,   
 No. of calls - 133,101      Cost - \$4,660.54
- b. Non-recurring installation charges for station equipment --- \$2,477.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$455.99
- d. Non-recurring move or relocation charges for station equipment already in use --- \$968.50

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of May 1952.

Total Hours -- None      Estimated Cost -- None

4. Also, listed below are estimated amounts for services to be rendered during the month of June 1952.

25X1A

Telephone Service Bill	\$22,000.00
Long Distance Bills	9,000.00
<div data-bbox="503 571 1208 619" style="border: 1px solid black; width: 434px; height: 23px;"></div>	1,500.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	500.00
	<u>\$35,000.00</u>

5. A total of 83 requisitions for services were processed by this Branch during the month of May 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 506 unused branch lines

25X1A

25X1A9A

**REQUISITION FOR SUPPLIES, EQUIPMENT OR SERVICE**  
**Chief, General Services**

Chief, General Services

REQUISITION NO.

APPROVED BY

1 2

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~~Building 14 - Room 23~~

ACCOUNT NO.	CHARGE SLIP LOTMENT NO.
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DEL  Responsible Officer, Sub-Account #3

I certify that the items indicated hereon are required for use in the public service.

SIGNATURE OF ACCOUNTABLE OR RESPONSIBLE OFFICER

SIGNATURE OF APPROVING OFFICIAL

## RECEIPT (To be completed after delivery of items or service.)

I certify that the quantities of items and/or services itemized below have been received in serviceable condition except as otherwise noted.

DATE \_\_\_\_\_

SIGNATURE OF RECIPIENT

[illegible]

**FOR SERVICES USE ONLY**

REQUISITION NO.

REQUISITION DATE

OFFICE

REQUISITIONED BY

**TOTAL**

SHIPPED BY

**SERVICES AUDIT**

FILL BY

CHECK. **AP**

**Approved For**

Release 2

EXPRESS

PARCEL POST